

GIBRALTAR SPORTS AND LEISURE AUTHORITY

JOB DESCRIPTION

Job title: Stay & Play – Deputy Leader in Charge.

Responsible to: Sports Development and Training Unit through the Stay & Play Leader in Charge.

Hours of Work: 30 hours per week. (2nd July to 27th August 2021)

Job Specification:

The main functions of the post are:

- To undertake the induction for the Summer Sport and Leisure programme.
- To be involved in the planning and organisation of a programme of positive sport, recreation, educational and Leisure opportunities within the guidelines of the Stay and Play programme.
- To familiarise themselves with the children taking part on the Stay and Play Programme.
- To support the Leader in charge in the development of the day-to-day programme and rotations.
- To familiarise all leaders in the aims and objectives of the daily programme.
- To work in partnership with the Sports Train team to organise integration days.
- To support the delivery and leadership of objectives and different components of the daily programme.
- To help with the set-up of the daily Stay and Play Programme.
- To lead and motivate leaders in carrying out their responsibilities on the Stay and Play Programme.
- To ensure safe and agreed practises are adhered to at all times.
- To administer First Aid, if qualified, as and when required.
- To coordinate daily evaluations and feedback to overall management team on programme progress.
- To undertake any other appropriate duties, which the Sports Development Officer or his/her representative may require.

Person Specification

| <u>Criteria</u> | <u>Essential</u> | <u>Desirable</u> |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Qualification | Willingness to undertake First Aid training. | Qualifications relating to teaching or working with people with special needs. Holder of an accredited First Aid certificate |
| Knowledge | Knowledge of sport, leisure and arts activities and how they can be adapted for children with special needs. Knowledge of communication systems to support children with disabilities in expressing their needs and feelings. | Knowledge of arts & crafts and cultural activities suitable for children with special needs. |

Job Description – Stay and Play Leader

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| <p>Experience</p> | <p>One-year experience working on the Stay and Play Programme as a Stay and Play Leader.</p> <p>Must have a written reference proving experience of leading and supporting children and young people with disabilities in a sport, recreational, educational and or leisure environment.</p> <p>Must have mentoring or management experience.</p> | |
| <p>Key Skills and Behaviours</p> | <p>Must have good organisational skills.</p> <p>Must possess leadership skills.</p> <p>Have good communication skills.</p> <p>Must be adaptable and be able to work as part of a team and on own initiative.</p> <p>Must be self-motivated and able to motivate others.</p> <p>Open to learning.</p> <p>Willingness to take on responsibility.</p> | |
| <p>Attendance</p> | <p>Participation on the induction training programme is mandatory (2nd July to 13th July)</p> <p>Leave of Absence will only be granted to attend Graduation or to represent Gibraltar in Official International Competition.</p> <p>Successful candidates must be available to work from Friday 2nd July to Friday 27th August 2020.</p> | |
| <p>Other requirements</p> | <p>Must adhere to the Gibraltar Government’s Health and Safety at Work Policy.</p> | |

